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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 7th JANUARY 2016
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), C Esdaile, J Esdaile, Kipp, Mortimer, Qusted, Henly, Kay (arrived at 7.41pm) & J Wallace.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk) and 0 members of the public.

The meeting opened at 7.31pm

124. APOLOGIES FOR ABSENCE

There were no apologies for absence.

125. DECLARATIONS OF INTEREST

There were no declarations of interest.

126. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 10th December 2015.

Clerk's report on items raised at the meeting of 10th December 2015

Item 109 - Minutes - Clerk's Report - Empty/Derelict Buildings

A reply has now been received from HDC regarding planning application DC/13/0970, Ransoms, Station Rd, Pulborough, a copy of which is under 'Additional Correspondence'.

Item 116 - Update on the Post Office

David Hurst has emailed regarding the latest situation with the Post Office, a copy of which is under 'Additional Correspondence'.

127. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

128. PLANNING APPLICATIONS

The Committee considered the planning applications, attached to these Minutes as Appendix 1.

129. PLANNING APPLICATIONS DECISIONS

Members received details of planning decisions and enforcements since the last meeting.

130. SIGNAGE IN THE VILLAGE

The Assistant Clerk reported that the Highways Officer has advised that the 'Parking 500 yards' sign will not be cleaned and vegetation cut away as it is not a priority as this is not a traffic regulation sign. The coffee sign at Elite Garages has now been moved back. The Committee had no further comments to make about signage in the village.

131. PROBLEM WITH RETIREMENT BUNGALOW IN THE SPINNEY

Cllr. J Wallace advised that he had not been able to follow this matter up, so instructed the Assistant Clerk to add it to the February agenda.

132. SUBSIDENCE OF ROAD IN STANE STREET CLOSE

Cllr Henly advised that there was subsidence on the road of Stane Street Close, caused by contractor vehicles used when developing Oddstones. The Assistant Clerk advised that Pulborough's Highways Officer met with the Highways Engineer at the beginning of December and this matter is being dealt with. Members queried whether the developers were being asked to pay for the road to be repaired. Cllr. J Wallace reported that when he spoke to the developer's Manager they denied any responsibility. After some discussion, Members instructed the Assistant Clerk to send a letter to WSCC, copying in the developers asking how they are going to rectify the situation and explain that there is a potential risk because of the shallowness of the utility pipes. Cllr. Tilbrook will assist in drafting a letter and it will be sent to the P&S Committee for approval before sending.

133. SERVICES IN PULBOROUGH

Cllr. Tilbrook gave the background to this subject for the benefit of new Councillors. He explained that the Parish Council don't have the power to do anything regarding the services in Pulborough, but if 2 or 3 priorities can be identified, then hopefully some action can be started on the issues raised.

Members gave their reports as follows:

Buses

Cllr. J Wallace has not spoken to the owner of Compass Buses yet. Cllr. Tilbrook advised that the subsidies to bus services are being cut and asked Cllr. J Wallace if he can speak to the owner of Compass Buses and the Stage Coach representative he has details of, to ask them how they are going to be affected by the cuts. It was commented that better bus services are needed to help commuters more.

Trains

It was felt that the priorities for the train services are to have later and earlier trains to get to and from London & Gatwick and to have buses to co-ordinate with those times. Cllr. C Esdaile commented that the timetable to London has recently changed; trains are leaving London slightly later and because some of the stops have been cut out the trains are still getting to Pulborough at the same time as before.

Gas

Cllr. Tilbrook advised that his son has agreed to give a presentation at February's Planning & Services meeting regarding his project 'Futurewave', funded by Ofgem and other companies. Cllr. Tilbrook clarified that if individuals wanted to connect to a gas supply it will cost them more than if a group of people wanted to connect to the gas supply, which 'Futurewave' helps groups of people to do.

Sewerage & Drainage

Cllr. Tilbrook reported that there has recently been problems at Tesco's and noted that all of this surrounding area has sewerage and drainage problems. The sewerage system is inadequate and the stream under Spiro Close should be able to receive drainage water to help the situation. It was noted the Medical Centre is also at risk of problems.

After much discussion on various sewerage and drainage problems, Cllr. Tilbrook agreed to draft a letter to our County Councillor, District Councillors and Tesco's suggesting a group is formed to address these problems. The letter will be sent to the P&S Committee for approval before sending.

Roads

Members received a report from Cllr. Kipp (see appendix 2) regarding problems with potholes, bad road surfaces, drain and manhole covers, all of which have been reported via the WSCC 'Love West Sussex' website. The Assistant Clerk advised that the Highways Officer has confirmed that WSCC have a 'diameter criteria' and if a pothole is not over a certain width it will not be filled. The Assistant Clerk also advised that WSCC are constantly being chased about the drain at Swan Corner, but to no avail.

Cllr. Kipp commented that there were not many reports of potholes on the 'Love West Sussex' website, so maybe people were not aware of this site. Cllr. Kipp suggested that the website is highlighted on social media, the parish newsletter and the website. The Assistant Clerk was instructed to facilitate accordingly.

The Assistant Clerk reminded members that Cllrs. P Clarke & P Arculus were submitting a list of potholes in the area to Highways. Members instructed the Assistant Clerk to add this matter to the next Full Council agenda, to ask Cllrs. Clarke & Arculus for an update. Prior to the meeting Cllrs. Clarke & Arculus should be contacted to advise them that a report will be required at January's Full Council meeting. Members would also like to know if patching the potholes is the most cost effective way of resolving these issues, compared to re-surfacing the areas.

Members thought that the potholes outside of the school were the highest priority, but commented that this area needs re-surfacing, not just patching. WSCC have advised that these potholes will be looked at by the end of January.

The issue of potholes outside the school led onto a discussion about cars and HGV's being directed by Satnavs along this route and members questioned why this could not be changed. *Subsequent to the meeting, the Clerk advised that this can only be done when roads are too narrow to take vehicles and cause physical damage to buildings, as in the case of Midhurst. An undesirable route cannot be deleted by the Satnav companies.*

Schools

Nothing new to report.

Lighting

Cllr. Queded has started to look at the lighting in some areas and has so far noted the first light on the left going into Rivermead, on the west entrance, is not working. The Assistant Clerk will report this. There is also a light not working in Carpenters Meadow. Cllr. J Wallace advised that this is one of two lights reported to Saxon Weald. Cllr. J Wallace would like this light monitored to make sure it gets repaired.

Cllr. Queded also commented that whilst out in Lower Street at night he noticed it doesn't look very well lit. It could be the spacing of the lights are too far apart, which was laid out this way when Lower Street was more commercial, but now there are more residents in the area, the spacing of the lights may need to be altered. Something to consider.

Cllr Queded will complete his appraisal of the lights in Pulborough and produce a report.

Doctors

Cllr. Tilbrook asked Cllr. J Esdaile if she could look at doctor services in Pulborough to come up with the priority issues. Cllr. Tilbrook explained one of the highlighted problems is residents find it difficult to get a timely appointment and so some residents end up not seeing a Doctor, which leaves the more vulnerable and elderly residents at risk. Patients are also being sent to other areas for treatments, how are some of the elderly patients meant to get there?

Cllr. Tilbrook went on to report that now the Meals on Wheels service has changed contractors, the people delivering the meals no longer spend any time with the elderly residents requiring the meals. Cllr. Tilbrook commented it may be worthwhile for the Parish Council to consider being the agent to provide a meals on wheels service which is able to get an insight to those people who need help from other services.

Cllr. Kay commented that a 'Cook' shop has recently opened in the area where she works and a lot of elderly residents are going to eat there. Cllr. Kay offered to find out about the franchise opportunity for a 'Cook' shop.

Members commented that Pulborough needs to look after the more vulnerable residents over the next few years, so the relevant services need to be provided.

Electricity

No issues to report.

134. COOMBELANDS LANE RESURFACING

Cllr. Tilbrook reported that WSCC Highways and their contractors have caused problems whilst re-surfacing Coombelands Lane recently. Two gully covers over drains have been removed. These should have been put back but because the contractors were called away on an urgent job, this has not been done. Cllr. Tilbrook has had to dig out soil from the drains where the covers used to be, but, even though he has been doing this, when it has rained heavily, water has appeared across the road in Church Place and Coombelands Lane. If there is cold weather next week, this will freeze. Cllr. Tilbrook has contacted WSCC Highways asking them to replace the covers. Members suggested Cllr. Tilbrook send a chaser, which he will do.

135. BROOMERS HILL TRAFFIC

Members received correspondence from a resident regarding the speed of traffic in Broomers Hill Lane and highlighting that WSCC agreed to collect some traffic data to explore the matter further. The resident has tried to chase WSCC for the data, but is unable to make contact with the original representative. After some discussion members instructed the Assistant Clerk to try and obtain the data gathered and upon receipt, put back on the next available P&S agenda for discussion. The Assistant Clerk will inform the resident of this also.

136. CORRESPONDENCE

Horsham District Council (HDC)

Notification of an appeal lodged for planning application DC/15/1488 - Mare Gate Cottage, Mare Hill Road, Pulborough. Copied to Committee. *PPC Comments: No objection.*

Post Office

Correspondence from David Hurst advising of the current situation with the Post Office. Copied to Committee.

Horsham District Council (HDC)

Update regarding Ransoms, Swan Corner. Copied to Committee.

137. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

- **Update on Highways (EK)**
- **Potholes - Full Council (ALL)**
- **Lighting in Carpenters Meadow (JW)**

138. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- **Promote 'Love West Sussex' website.**

139. PAYMENTS

The following payments were approved and cheques were signed.

L Ellis	20.00
Kent County Council	86.71
Derek Paxton	595.00
Pulborough Social Centre	1321.50
Auditing Solutions Ltd	492.00
Burgess & Randall Ltd	19.68
Wightman & Parrish Ltd	19.08
Professional Weed Solutions Ltd	312.00
West Sussex County Council	6728.18
Horsham Matters Ltd	3490.01
Travis Perkins Trading Co Ltd	31.08
Horsham District Council	504.00

The meeting closed at 9.40pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 7th January 2016**

PLANNING APPLICATIONS

DC/14/2694 - Burgess and Randall Ltd, Station Rd Pulborough

Demolition of existing shop, workshop and store in favour of shop, workshop and store with 3 no 1 bedroom self-contained flats within new roof void. **Amended plans to amendments- now not all windows at rear elevation will be obscure glazed, only part. No objection.**

HIGHWAYS REPORT

I have checked on the WSCC Love West Sussex Website to see if potholes etc. have been reported.

I could only find about three reports on potholes located in Link Lane and New Place Road. No Highways have stated that repairs will be done before 7 January.

With this in mind, I have taken many photos of potholes, drain, manhole covers, and generally bad road surface areas. I have only covered a small part of Pulborough.

I have now submitted nine reports using Love West Sussex including the previously reported potholes as I do not think it will do any harm to report them again.

I have reported the following:-

Blocked drain - Swan Corner

Sunken manhole covers Swan Corner area – 2 separate reports

Road surface-Swan Corner

Potholes -Church Hill

Pot hole- New Place Road

Pot hole – Link Lane

Road surface – Link Lane

Road surface/pot hole - The Mews, Moat Lane

I have also checked the roads around The Spinney and Spinney North, Moat Lane, The Moat.

I plan to check the other roads during the next few weeks.

Cllr. Kipp